

A Community Seeking Excellence for All

Excellence: every person, every day



Robert
May's
School

Job Title: Site Assistant

Hours: 37 hours per week, all year round

Working hours: To be agreed

Salary: £18,933 - £19,941 pa

Job Purpose:

To support the Site Manager and contribute towards providing an effective and efficient site and community support service, thus enhancing the standards of teaching and learning within the school.

The Site team are responsible for the day-to-day operational management, safety and Security of the school site. The team are responsible for ensuring that the school is well maintained, safe and secure site for all users.

Objectives:

- To ensure high standards of maintenance and cleanliness and operational effectiveness.
- To be familiar with school health and safety requirements and ensure compliance by staff and site users.
- To carry out routine tasks plus additional tasks as directed by the Site Manager, Estates Manager, Leadership Team and Headteacher ensuring that the needs of the site users are met.
- To work in conjunction with the Site team to ensure that the school runs effectively and efficiently.

Areas of Main Responsibility:

- To perform a range of caretaking duties, to include minor repairs to buildings/ equipment along with routine and emergency maintenance of the school buildings.
- Proactive identification, reporting and completion of work required on the school site including completion of work required currently using the daily task sheets.
- To facilitate school and community lettings and functions as agreed with the Site Manager, Estates Manager and the Leadership Team.
- To apply security procedures to the school area to include turning the intruder alarms on and off and reporting any discrepancies to the Site Manager.
- To unlock/lock school premises when in session and act as principal key holder in emergencies.

Key Tasks:

Maintenance

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VAT Reg Number: 141579017

- To assist the Site Manager and work unsupervised to carry out horticultural, building and grounds maintenance operations as required using the appropriate tools and machinery.
- To arrange and where necessary carry out daily maintenance and cleaning of all equipment in connection with grounds or other work.
- To organise or carry out any routine and emergency repairs to the buildings to ensure the safety of the users of the site.
- To direct workmen and contractors to the site of repair and maintenance work.
- To arrange and assist with internal and external improvements and decoration.
- To be responsible for the safe use, maintenance and storage of tools provided for your use and all other site equipment, tools and machinery supplied by the school.
- To provide monitoring and progress reports on all work undertaken.
- To advise the Site Manager, Estates Manager, Leadership Team and the Headteacher on the signposting of the site and assist in the maintenance of an attractive, welcoming school.

Health and Safety

- To maintain health and safety records in line with legislative requirements and school policies
- To complete health and safety checks/tests as required
- To comply with the school Health and Safety Policy, risk assessments and safe working practices.
- To ensure safety procedures and safe working practices are adhered to at all times and ensure that other site users also comply with these rules.
- To ensure the safe use of equipment and materials
- To wear and maintain in a clean and presentable condition protective clothing/work wear and safety shoes provided by the school in line with the H&S policy and recommendations ascertained from risk assessments.
- To deputise as the school's Fire Safety Officer in the absence of the Site Manager.

Cleaning

- To supervise, monitor or carry out cleaning as required to include buildings, grounds, minibuses and site equipment.
- To ensure the school grounds remain tidy by daily removal of litter.

Porterage/Stock

- To arrange and/or carry out the movement of goods, furniture and equipment within the site and to assist with the checking, storing and distribution of items delivered to site.
- To ensure rooms are set out as required for meetings, parents evenings, staff training days, open evenings and other special occasions and cleared away promptly after the event.
- To monitor toiletries / disposable stock and report stock levels to ensure constant supply.

Community Use

- To establish and maintain good relationships with staff and school community.

- To ensure accurate records are kept regarding the Community Diary by completing on a daily basis the “Daily Hirer” sheet.
- To be available to facilitate school and community lettings and functions as required by the Site Manager ensuring hired facilities in the evenings and at weekends are clean, prepared and presented in the best possible condition and that all customer requirements are met. These facilities must also be returned to a condition ready for school use the following day (or Monday at a weekend).
- To act as the first point of contact (when on duty) when the site is open during the evenings and weekends to include liaison with customers over their needs, health and safety, security and cleanliness of the site and its facilities.
- To be the first point of contact for hirers (when on duty) in emergency situations.

Security

- To be a key holder and to arrange access to the site for contractors and other authorised persons at all reasonable times as agreed between the Leadership Team and the Site Manager and to be listed as an on call contact (for emergencies).
- To carry out weekly test and recording of the fire alarm.
- To carry out daily check of the intruder alarm.
- Routine unlocking and locking of buildings.
- To have an awareness of site security at all times and respond accordingly to unusual activity.
- To ensure the security of buildings, property and users during community use.

Utility Services

- Regular checking and adjustment, where necessary, of heating systems.
- Regular checks of water, gas and electrical services and recording of results.

Miscellaneous

- To maintain a well ordered and tidy site office.
- To uphold the high standards of the school in all communications.
- In the event of bad weather or an emergency, take necessary action e.g. taking responsibility for the clearing of snow or ice from paths, dealing with floods, fires, break-ins or other damage caused to school property etc.
- To demonstrate a willingness to undertake appropriate professional development linked to the Individual Performance Planning (IPP) process.
- To undertake any such duties as may reasonably be allocated by the Site Manager, Estates Manager, Leadership Team and Headteacher.